

UNITED STATES PROBATION WESTERN DISTRICT OF WASHINGTON

Vacancy Announcement
06-WAW-29

September / October 2006

SUPERVISORY PROBATION CLERK

Everett Office

Court Personnel System Classification Level: CL 25/26
Developmental Range Salary \$25,991 to \$49,164
Full Performance Range Salary \$45,020 to \$64,479
Depending upon experience and qualifications
Additional promotional potential without further recruitment

Position open until filled;
preference given to resumes received by October 6, 2006

The U.S. Probation Office for the Western District of Washington is currently accepting applications for a Supervisory Probation Clerk. There are five offices within the Western District of Washington (Seattle, Tacoma, Tukwila, Everett, and Vancouver), and the assignment to a duty station is at the discretion of the Chief Probation Officer. Travel between offices may be required.

REPRESENTATIVE DUTIES

The Supervisory Probation Clerk is assigned the management of assigned clerks, in addition to clerical duties and officer assignments.

- Liaison between support staff and management.
- Ensure that office policies and procedures, as well as directives from management, are carried out by support staff.
- Assist in testing, interviewing, and selection of support staff.
- Responsible for training new support staff and/or providing aid and direction in the mentoring program.
- Coordinate coverage and workload of support staff.
- Write performance evaluations.
- Process leave slips and time and attendance sheets for assigned staff.
- Create and update training manuals and checklists or assist in same.
- Liason with Information Technology department to maintain forms.
- Advise and consult with Data Systems Analyst regarding database problems and solutions.
- Provide support for Chief, Deputy Chief and/or SUSPOs.
- Post new entries and assignments into appropriate databases and software applications.

QUALIFICATIONS:

Qualified candidates will have a high school diploma or equivalent plus a minimum of two years specialized clerical experience, preferably in the legal field. At least one year experience must be at or equivalent to the next level below the level of the position for which the individual is being considered. Knowledge of federal probation legal requirements, policies and procedures desired.

The incumbent must have progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (1) skill in dealing with others in person-to-person work relationships, (2) the ability to exercise mature judgment, and (3) a knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

APPLICATION PROCEDURES

Qualified applicants should submit a cover letter and resumé to:

Human Resources, (06-WAW-29)
U. S. District Court
700 Stewart Street
Seattle, WA 98101

or via e-mail (WordPerfect, Word, or Acrobat .pdf format) to:

Seattle_Personnel@wawd.uscourts.gov

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense. Qualified applicants selected for interviews will be tested.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

BENEFITS

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other Federal employees. These include:

- 13 days' paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days/year dependent upon length of federal service;
- 13 days of paid sick leave per year (unlimited accumulation);
- 10 paid holidays per year;
- Subsidized medical coverage with pre-tax employee premiums;
- Group life insurance and long term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs);
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching);
- Participation in the Federal Employees Retirement System;
- Eligibility for Long Term Disability Plan Group Rate;
- Creditable service time in other federal agencies or the military will be added to judiciary employment.